

## Attestation for Assessor Scope Approval

This form is to be completed by a Technical Expert in **Business Administration and Technology**, OR  
Manager/Employer and endorsed by an applicable Senior Assessor Mentor (SAM)

### New Zealand Certificate in Business (Administration and Technology) Level 3

I confirm that:

(Insert full name)

Is able to *demonstrate equivalent skills and knowledge* in the following areas:

#### Technical knowledge and skills

- Provide administrative and general office services using business technologies, to support everyday operational activities.
- Perform financial calculations, process data and produce information for business purposes.

#### People Skills

- Communicate effectively with stakeholders.
- Work cooperatively within a team, and contribute to the achievement of objectives.
- Select and apply customer service techniques, to meet stakeholder expectations

#### Cognitive Skills

- Apply effective problem-solving and decision-making for business purposes

#### Affective Skills

- Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner
- Manage self effectively to contribute to performance of the entity

#### Business Environment

- Comply with internal policies, and legislation and other external requirements for business entities

Add any additional comments to support this Attestation

Technical Expert or Manager/Employer details:

Name

Phone

Email

Signature

Date

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SAM details:

Name

Phone

Email

Signature

Date

Once completed scan to LSA or [assessors@skillsactive.org.nz](mailto:assessors@skillsactive.org.nz)